

**Housing Finance Authority of Leon County
February 16, 2017
Meeting Minutes**

MEMBERS PRESENT: Mr. Mike Rogers, Chairman
Mr. Thomas Lewis, Vice-Chairman
Dr. Jeffrey Sharkey, Secretary
Mr. Andrew Gay
Mr. Allen Stucks

MEMBERS ABSENT: Ms. Marnie George (excused)
Ms. Gail Milon (excused)

FINANCIAL ADVISOR: Mr. Mark Hendrickson
Ms. Susan Leigh

LEGAL COUNSEL: Roosevelt Randolph
Harold Knowles
Linje Rivers

STAFF PRESENT: Mr. Shington Lamy, Director, Office of Human Services & Community Partnerships
Mr. Lamarr Kemp, Director, Housing Services, HSCP
Ms. Jennifer Sousa
Ms. Niya Timmons-Lewis
Mr. Dan Rigo, County Attorney's Office
Ms. Mitzi McGhin, Leon County Real Estate

GUESTS PRESENT: None

Call to Order by Chairman Rogers

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:08 P.M.

Agenda Item #1 **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Secretary Sharkey, Mr. Gay, and Mr. Stucks. Ms. Milon and Ms. George were excused.

Agenda Item #2: **Approval of the February 16, 2017, Agenda**

Action Taken: Chairman Rogers asked that Sponsorship of the Florida ALHFA Conference be added to New Business, and called for a motion for approval of the February 16, 2017 Meeting Agenda, as amended. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: Approval of the January 12, 2017 Minutes

Action Taken: Chairman Rogers called for a motion for approval of the January 12, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4: Public Comment

Action Taken: No public comment.

Agenda Item #5A & 5B Financial Report

Mr. Gay and Mr. Hendrickson presented a report on HFA finances. They noted that they had changed the format of the reports to include items requested by the Board (column of percentages added to income and expense report and revenue from land sales highlighted).

Action Taken: Mr. Stucks motioned to accept the January 31, 2017 Financial Statement, and was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #6A: Emergency Repair Program

Mr. Hendrickson reported that there were no outstanding commitments for use of the remaining funds in the program, due to the fact that persons on the list had either been served by the County's regular repair program or had homes no longer in need of repairs. Mr. Kemp reported there was no longer a waiting list for the County's program.

Action Taken: Board directed that line item for Emergency Repairs remain in the HFA's budget.

Agenda Item #6B: Real Estate Activity

Ms. McGhin presented an updated report on real estate sales and contracts, including the sale of the Holton Street property, with a closing on February 15. She reported that the HFA had net revenue of \$4,800 from that sale, bringing the total to \$75,202 over the past two years. A discussion followed on the requirement that these funds be spent on affordable housing activities—as opposed to administrative costs. Mr. Gay discussed how these funds should be reported in the HFA's financial reports.

Action Taken: The Board requested that Mr. Gay work with Mr. Hendrickson to properly reflect the funds from the sale of properties as restricted assets on the HFA's financial statements.

The Board asked Mr. Knowles to explore opportunities for the HFA's involvement with City owned properties.

Agenda Item #6C: Update on Old Mortgages

Mr. Hendrickson stated that there was no update for this meeting.

Action Taken: No Action Required.

Agenda Item #6D: Future Role of the HFA

Mr. Hendrickson and Mr. Rigo reported on the Ordinance and Resolution that had been adopted by the BOCC, giving the HFA greater autonomy, including in the areas of budget/finance/audit, procurement, and contracts. Mr. Hendrickson stated that the Board would need to evaluate various activities to determine how they would be performed in the future.

Mr. Stucks stated that much of this work could be performed by the Finance Committee, which would then bring recommendations to the full Board. A discussion on the process and activities followed, including research of how other local HFA's handle these items.

Action Taken: **The Board directed the Financial Advisor to list all items that would need to be addressed, using a bullet format, and putting items in priority order.**

The Board directed that this list be prepared no later than the April meeting.

Mr. Lamy asked that the Board agenda an item wherein the HFA could formally notify the County that the HFA intended to adopt its own budget for FY 17-18. The Board directed that this item be placed on the March HFA agenda.

The Board directed that the HFA's attorneys be fully involved in the process.

Agenda Item #6E: Legal Update

Mr. Knowles and Mr. Randolph stated that they had met with the Financial Advisor to begin work on HFA activities.

Action Taken: No Action Required.

Agenda Item #6F: "To-Do" List

Mr. Hendrickson presented the "to-do" list..

Action Taken: No Action Required.

Agenda Item #7A: New Business: Request from County for HFA Funding of Housing Expo

Mr. Hendrickson reported on the request by the County. Mr. Kemp presented the rationale for funding. Mr. Lamy stated that beginning this fall, the County would fund this activity from its own funds.

Action Taken:

Mr. Stucks motioned to expenditure of up to \$5,000 of HFA funds for the Spring 2017 Housing Expo and it was seconded by Mr. Sharkey. Motion passed unanimously.

Agenda Item #7B: New Business: Sponsorship of Florida ALHFA Conference

Ms. Leigh reported on the upcoming conference, noting that sponsorship requests had been sent to all local HFA's. Mr. Hendrickson stated that the HFA had sponsored last year at the \$1,000 level.

Action Taken: Mr. Sharkey motioned to authorize a \$1,000 sponsorship of the 2017 Florida ALHFA Conference by the HFA and it was seconded by Mr. Stucks. Motion passed unanimously.

Agenda Item # 9: Adjournment

This meeting was adjourned at 1:20 P.M.

Mike Rogers, Chairman

Jeffrey Sharkey, Secretary Date: